IPEDS 2024-25 Data Collection System

IPEDS HELP DESK (877) 225-2568 | ipedshelp@rti.org
OMB NO. 1850-0582 v.33 : Approval Expires 8/31/2027
User ID: P1618734

Academic Libraries 2024-25

Institution: University of Baltimore (161873) User ID: P1618734

Overview

Academic Libraries Overview
Welcome to the IPEDS Academic Libraries (AL) survey component. The purpose of the AL component of IPEDS is to collect information on library collections, library staff, library expenses, and library services for libraries in degree-granting postsecondary institutions.

Data Reporting Reminders

- Report data to accurately reflect the time period corresponding with the IPEDS survey component, even if such reporting is seemingly inconsistent with prior-year reporting.
- Report all data for fiscal year (FY) 2024. Fiscal Year 2024 is defined as the most recent 12-month period that ends before October 1, 2024, that corresponds to the institution's fiscal year.

Changes to reporting:
No changes for the 2024-25 data collection period.

Coverage
Include data for the main or central academic library and all branch and independent libraries that were open all or part of the Fiscal Year 2024. Branch and independent libraries are defined as auxiliary library service outlets with quarters separate from the central library that houses the basic collection. The central library administers the branches. Libraries on branch campuses that have separate IPEDS unit identification numbers are reported as separate libraries.

Resources:

- To download the survey materials for this component: Survey Materials
- To access your prior year data submission for this component: Reported Data
- For more information about the previous survey: Academic Libraries Survey

If you have questions about completing this survey, please contact the **IPEDS Help Desk at 1-877-225-2568**.

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Screening Questions

Were your annual total library expenses (including staff salaries and wages) for Fiscal Year 2024:

- ○ Less than $100,000
- ◉ Greater than or equal to $100,000

Is the library collection entirely electronic?

- ◉ No
- ○ Yes

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Library Collections/Circulation, Interlibrary Loan Services, and Library Staff

Section I: For all degree-granting institutions with library expenses >0 and/or access to a library collection

NOTE - This section of the survey collects data on selected types of material. It does not cover all materials. Report the total number of each category held at the END of Fiscal Year 2024.

Library Collections	Physical		Digital/Electronic		Total
		Prior Year Amount		Prior Year Amount	
Books	81,094	82,016	☑ 422,488	187,374	
Databases			236	308	
Media	☑ 17,427	7,600	☑ 2,005	220	
Serials	☑ 2,245	0	130,829	184,863	
Total	**100,766**	89,616	☑ **555,558**	372,765	**656,324**
Library Circulation	4,251	3,869	☑ 30,391	6,439	**34,642**

Does your institution have Interlibrary Loan Services ?

- ○ No
- ◉ Yes

Interlibrary Loan Services	Number	Prior Year Amount
Total interlibrary loans and documents provided to other libraries	1,931	2,478
Total interlibrary loans and documents received	☑ 3,726	2,832

Does your institution have Library Staff?

- ○ No
- ◉ Yes

Library Staff	Number of FTEs	Prior Year Amount
Librarians	16.00	14.00
Other Professional Staff	0.00	0.00
All Other Paid Staff (Except Student Assistants)	9.50	9.50
Student Assistants	8.00	8.00
Total	**33.50**	31.50

You may use the box below to provide additional context for the data you have reported above.



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Expenses

Section II: For degree-granting institutions with library expenses >= $100,000

Library expenses should be reported for the most recent 12-month period that corresponds to your institution's fiscal year that ends before October 1, 2024.

		Prior Year Amount
Indicate the number of branch and independent libraries (exclude the main or central library).	1	1

Expenses	**Amount**	
Total salaries and wages for the library staff	1,981,317	2,083,901

Are staff fringe benefits paid out of the library budget?

	○	No			
	◉	Yes	**Total Fringe benefits**	846,472	760,394

Materials/services expenses

One-time purchases of books, serial back-files, and other materials	170,018	86,265
Ongoing commitments to subscriptions	992,403	875,159
All other materials/services costs	48,116	24,514
Total materials/services expenses	**1,210,537**	985,938

Operations and maintenance expenses

Preservation services	2,145	15,012
All other operations and maintenance expenses	284,031	386,424
Total operations and maintenance expenses	**286,176**	401,436

Total Expenses	**4,324,502**	4,231,669
Total Expenses (minus Fringe Benefits)	**3,478,030**	3,471,275

You may use the space below to provide context for the data you've reported above.



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Prepared by

Prepared by

Reporting Reminders:

- The name of the preparer is being collected so that we can follow up with the appropriate person in the event that there are questions concerning the data.
- The Keyholder will be copied on all email correspondence to other preparers.
- The time it took to prepare this component is being collected so that we can continue to improve our estimate of the reporting burden associated with IPEDS.
- Please include in your estimate the time it took for you to review instructions, query and search data sources, complete and review the component, and submit the data through the Data Collection System.
- Thank you for your assistance.

This survey component was prepared by:

○	Keyholder	○	SFA Contact	○	HR Contact
○	Finance Contact	◉	Academic Library Contact	○	Other

Name: Michael Shochet

Email: mshochet@ubalt.edu

How many staff from your institution only were involved in the data collection and reporting process of this survey component?

6.00 Number of Staff (including yourself)

How many hours did you and others from your institution only spend on each of the steps below when responding to this survey component?
Exclude the hours spent collecting data for state and other reporting purposes.

Staff member	Collecting Data Needed	Revising Data to Match IPEDS Requirements	Entering Data	Revising and Locking Data
Your office	1.00 hours	2.00 hours	0.50 hours	0.50 hours
Other offices	1.00 hours	2.00 hours	0.50 hours	0.50 hours

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Summary

Academic Libraries Component Summary

The purpose of this summary is to provide you an opportunity to view some of the data that, when accepted through the IPEDS quality control process, will appear on the College Navigator website and/or your institution's Data Feedback Report (DFR). In addition, all data reported in IPEDS survey components become publicly available through the IPEDS Use the Data and appear as aggregated statistics in various Department of Education reports. College Navigator is updated approximately three months after the data collection period closes and DFRs will be available through the IPEDS Use the Data and sent to your institution's CEO at the end of 2025.

Please review your data for accuracy. If you have questions about the data displayed below or after reviewing the data reported on the survey screens, please contact the IPEDS Help Desk at: 1-877-225-2568 or ipedshelp@rti.org.

Library Collections/Circulation	Physical	Digital/Electronic
Books	81,094	422,488
Databases		236
Media	17,427	2,005
Serials	2,245	130,829
Total	100,766	555,558
Library Circulation	4,251	30,391

Interlibrary Loan Services	Total interlibrary loans and documents provided to other libraries : 1931 Total interlibrary loans and documents received : 3726
Library Staff	Librarians : 16.00 Other Professional Staff : 0.00 All Other Paid Staff (Except Student Assistants) : 9.50 Student Assistants : 8.00

Expenses	Amount
Branch and independent libraries	1
Salaries and wages	1,981,317
Fringe benefits	846,472
Total materials/services expenses	1,210,537
Total operations and maintenance expenses	286,176
Total Expenses	4,324,502

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Edit Report

Academic Libraries

Source	Description	Severity	Resolved	Options
Screen: Library Collections/Circulation, Interlibrary Loan Services, and Library Staff				
Screen Entry	The number entered (17,427) is outside the expected range of between 5,320 and 9,880 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	The law library increased its media holdings.			
Screen Entry	The number entered (422,488) is outside the expected range of between 131,162 and 243,586 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	The law library decided to greatly expand its ebook offerings.			
Screen Entry	The number entered (2,005) is outside the expected range of between 154 and 286 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	The main library expanded access to providers of online streaming services like Kanopy and Swank			
Screen Entry	The calculated value (555,558) is outside the expected range of between 260,936 and 484,594 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	This reflects the increase in our ebook collections			
Screen Entry	The number entered (30,391) is outside the expected range of between 4,508 and 8,370 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	This reflects the increase in our ebook holdings.			
Screen Entry	The number entered (3,726) is outside the expected range of between 1,983 and 3,681 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Our new discovery service does not weight our internal holdings as high as the one we used last year. This made a higher percentage of the top search results contain materials that required an ILL request to obtain the full text.			
Screen Entry	The prior year value for the institution was 0. The current year value is (2,245). Please explain the difference in reporting or correct your data. (Error #15049)	Explanation	Yes	
Reason	Physical serials count for prior year has been corrected to 1901.			